



DRAFT MINUTES

SUNNYVALE HOUSING & HUMAN SERVICES COMMISSION MARCH 28, 2007

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on March 28, 2007 at 7:05 p.m. with Chairperson Timothy Persyn presiding.

ROLL CALL

Commission Members Present: Chair Timothy Persyn, Vice Chair Ann Andersen, Commissioner Micki Falk, Damon Kali, Patrick Meyering, Patricia Plant, and Florence Tindle

Commission Members Unexcused Absent: None

Commission Excused Absent: Charles Keeler

Staff Members Present: Annabel Yurutucu, Housing Officer; Ernie DeFrenchi, Affordable Housing Manager; Katrina Ardina, Housing Programs Analyst, Victoria Chambers, OCA Administrative Aide; Jennifer Coile, Housing Consultant; Jennifer Rettick, Housing SOA

PUBLIC ANNOUNCEMENTS

Chair Persyn introduced Commissioner Mark Johnson, who then provided a brief personal background to the Commission. He mentioned his interest in non-profit agencies and housing issues.

CONSENT CALENDAR

A. Approval of the February 15, 2007 Minutes

Vice Chair Andersen made a motion to approve the February 15th minutes, Commissioner Kali seconded. Motion passed 7-0-1, with Commissioner Meyering abstaining and Commissioner Keeler absent.

B. Approval of the February 28, 2007 Minutes

Chair Persyn requested that an excerpt describing “unmet need” be added to the minutes from the Human Services Policy. The policy clearly identifies that an unmet need may warrant a funding recommendation to Council for General Fund support.

Commissioner Kali made a motion to approve the February 28th minutes as amended. Seconded by Commissioner Andersen.

Motion passed 8-0 with Commissioner Keeler absent.

Agenda Item A – Discussion of staff funding recommendations for Outside Group Funded Agencies, Housing Projects and Capital Projects

The Housing Officer began the discussion describing the reports that Council reviewed last year in regard to this process, and revisions to the Human Services Policy.

Available CDBG funding FY 2007-08 has been reduced as compared to last year. The handout included an excerpt from the report that was submitted to City Council in December 2006. Staff explained the methodology used in recommending funding of agencies utilizing a weighting of priority needs funding, as well as the performance of agencies, to allocate funds.

The Housing Officer reviewed staff’s processes of evaluating the agencies and making funding recommendations to the Commission.

The Housing Officer explained the ranking forms used by staff and noted particular agencies that have been placed in particular needs categories. Staff pointed out that although Friends for Youth has had some performance issues, the agency is providing a service that has been identified by Council as a gap in service and the Consolidated Plan as a high priority need which results in rates above many other agencies.

Chair Persyn opened the floor for discussion. Commissioner Johnson asked why EHC is at the bottom of the ranking list. The Housing Officer mentioned that staff has received a copy of the agency’s latest audit, which including several serious findings. A review of the analysis showed that three points (regarding the Con Plan) were achieved resulting in a total service needs of three points, however identification of significant financial non-compliance had been noted in staff’s audit of the agency. Performance outcomes were achieved.

Commissioner Johnson also inquired about Cupertino Community Services. The Housing Officer read through the ranking points. Commissioner Johnson asked what the reasons were for giving the points.

Chair Persyn further explained Council adopted priorities. Ms. Coile gave further explanation.

Commissioner Johnson stated his concern that staff is determining all of the needs.

Chair Persyn, Vice Chair Anderson and staff further explained to Commissioner Johnson about the rankings of each agency and how they are recommendations from the staff and City Council. Staff is here to implement the process.

The Housing Officer stated that although Cupertino Community Services provides an important service to homeless individuals, the highest priority needs identified by Sunnyvale in the Con Plan may not be the types of services that Cupertino Community Services is providing.

Commissioner Falk asked about the Meals on Wheels program provided by the Health Trust in regard to the comment she had made at the prior meeting. The Housing Officer noted the handout, included in the commission packet, and the excerpt from the Health Trust Audit. The Housing Officer also explained the type of funding acquired by the Health Trust and showed that the funding that was given to the agency as a whole. However, Meals on Wheels is just one of the services that are funded by the Health Trust, and the amount is a very small percentage of their budget. The City's funding specifically targets services to Sunnyvale residents.

Chair Persyn restated that the funding given by Sunnyvale to Meals on Wheels is specifically for Sunnyvale residents. The Housing Officer confirmed these comments.

Chair Persyn opened the floor for questions. Commissioner Meyering asked if the funding noted on page 17 of the Health Trust audit was all from the City of Sunnyvale. Is it all from CDBG for 2006?

Staff pointed out it was for the Fiscal Year 2005.

Commissioner Falk mentioned that Sunnyvale Community Services is only being recommended for half of the funding that was requested and asked to know why this was the case. Chair Persyn added that a large portion of grant money was taken away. The Housing Officer explained that this is the staff's recommendation. The Commission will make its own recommendation to the Council for CDBG funding.

Chair Persyn asked if the Commission had further questions before moving on to Agenda Item B. There were no further questions.

Agenda Item B – Discussion and Recommendation of CDBG Outside Group Funded Agencies for FY2007/08

The Chair opened the floor for discussion.

Commissioner Johnson commented on his knowledge of the homeless shelter.

Commissioner Johnson noted that he disagrees with the staff recommendations and sees them as “distorted”. He also stated that he thinks that there is an overly high priority of what the City Council thinks. He strongly disagrees with the recommendation of having funds cut from EHC. He stated that the Commission’s responsible for thinking of an equitable way to distribute funds to agencies that are “already tried and true”.

Chair Persyn noted audit issues with EHC in the past.

The Chair opened the floor for discussion on how the Commission would like to proceed with formulating funding recommendations.

Commissioner Meyering asked why the City of Sunnyvale is funding Cupertino Community Services since Cupertino is a separate city.

The Chair attempted to explain, however Commissioner Johnson interrupted and explained that he knows Cupertino Community Services very well. Cupertino Community Services provides services to Sunnyvale residents.

Commissioner Falk compared this to her synagogue’s funding and volunteer services to Cupertino Community Services. She asked for clarification of why they requested so much money. Staff notes that the requested funds are for administration of the services.

Chair Persyn redirected the discussion to focusing on funding recommendations and the process the Commission would like to proceed with.

Commissioner Tindle stated that getting the staff’s rating system earlier would have been easier for the Commissioners to understand. Commissioner Tindle asked what weight the staff is using in ranking the agencies. The Housing Officer explained the numbers and the rankings and what they mean. Chair Persyn commented and explained his interpretation of staff’s explanation.

Chair Persyn stated that the Commission may not agree with staff’s rankings.

Commissioner Falk asked about certain numbers pertaining to Friends for Youth. Staff and Commissioner Johnson direct her to where she can find the information within her materials.

Commissioner Meyering recommended having a few minutes for public comment. A parallel procedure like the City Council's where the public can participate in the "public comments" section of the agenda. "Every time there is a public meeting the public is included." He continued on stating that there is a difference between public announcements and public comment.

Commissioner Johnson requested a motion to have a discussion on public comment. Commissioner Meyering seconded the motion.

Commissioner Johnson made a motion to have a discussion to allow public comment during the discussion. Seconded by Commissioner Meyering.

Commissioner Meyering stated that the Commission was given materials regarding the staff ranking of agencies within an hour of the Commissions meeting and that the material was not made available to the public, which he states is, "a clear violation of the Brown Act."

The Chair points out that there is a motion on the floor regarding the inclusion to have public comment. The motion needs to be addressed and voted on.

The motion fails with the vote of 5-3 and Commissioner Keeler absent.

The Chair continued the discussion. Commissioner Falk commented that she feels each Commissioner should speak about each agency and how much money they feel they should receive.

The Chair asked that the Commissioners review the evaluation forms they had received in January.

Commissioner Tindle stated that she viewed each agency as worthy of getting what they requested and agreed with the City Council's rankings of the agencies. City Council has the ability to review service gaps, and the agencies that do provide those services do deserve more funding.

The Chair points out one way of rating the agencies would be through tallying all the points the Commissioners gave to each agency on their evaluation forms and then determine a tiered ranking approved with a ranking of 1-5, then weighting each agency's service and performance record.

The Housing Officer pointed out that the Santa Clara County Blind Center has asked for capital funding of \$40,000 and staff has recommended awarding this request.

Further discussion continued on the process of ranking the agencies.

Commissioner Johnson voiced that “what isn’t broke don’t fix it” and let’s not blindly give money. He felt they should look at performance and that should be a factor in deciding. Chair Persyn discussed that most organizations performed pretty well. Overall, this is a job in determining priorities. Commissioner Johnson voiced that “however we do this; we should keep in mind how this will affect next year’s numbers.”

Commissioner Falk voiced to give as much money to the agencies as we can. Chair Persyn discussed the need to focus on priorities. Commissioner Kali stated they should reflect on the staff ranking of agencies and work off of that. He also added that he liked the concept of performance outcomes.

Commissioner Tindle stated her agreement with all but maybe 5% of the staff recommendation and City Council’s funding priorities.

Staff recommended creating a hard copy spreadsheet of the ranking spreadsheets the Commissioners completed. The Commission agrees.

Break at 8:43pm

Begin at 9pm

Five Commissioner’s completed rankings and these were recorded on the board. Once all the information was recorded, staff proceeded to read the rankings out loud for the Commissioners.

Commissioner Tindle asked if these rankings are a collective representation of the Commission rather than just five commissioners. Chair Persyn answered that the Commissioners that are present but don’t have their rankings available, can look at the numbers and agree or disagree with them.

Commissioner Kali comments on perhaps having a statistical analysis. He also adds that performance is reflected well in the ranking scores.

The Housing Officer discussed the numbers and rankings of each agency as displayed on the bulletin board. The Chair suggested organizing the agencies in tiered groupings based on points.

Commissioner Kali asks why the total funds that the agencies are requesting are not being considered. Commissioner Johnson commented that each agency may have asked for excessive funds.

Discussion continued related to the reduction of grant funds available.

Commissioner Falk stated SALA should be moved up in the ranking, based upon her personal experience with the agency. Commissioner Anderson and Commissioner Plant commented that could be stated for all of the agencies.

Commissioner Johnson suggested that if he votes for SALA's position to change will Commissioner Falk second it. Commissioner Falk responded she would.

Chair Persyn asked if the Commission accepts the current categories as they stand.

Commissioner Johnson proposed that they drop Bill Wilson down a tier and move SALA up one. Commissioner Johnson asked Commissioner Falk if she feels strongly about SALA being moved up a category and she agreed.

Commissioner Johnson made a motion to move SALA up a tier to the category of 17.2-17.9 and Bill Wilson down a tier to 16.8-16.1. Commissioner Falk seconds the motion.

Motion failed 5-2-1 with Commissioner Meyering abstaining and Commissioner Keeler absent.

The Chair asked for recommendations of the division of the CDBG funds.

Commissioner Meyering made a motion that the Commission choose one agency and come up with a dollar amount per consensus and to see how long that takes. Commissioner Tindle seconds the motion.

Commissioner Meyering suggested going down the list and administering a dollar amount for each agency with a consensus agreement for that dollar amount. Commissioner Tindle commented that may cause dollar shortage as they approach the end of the ranking list.

Commissioner Johnson added that the process would "bog" the commission down and that they have made much progress thus far

The Commission votes on Commissioner Meyering's motion to come up with a dollar amount per consensus for one agency to see how long it takes.

Motion failed 5-2-1 with Commissioner Falk abstaining and Commissioner Keeler absent.

Vice Chair Anderson made the following motion: That the HHSC use the five ranking categories created by the Commission as a method to assign percentage amounts allocated from the CDBG funding. Commissioner Kali seconded the motion.

Staff informed the Commission that if they need a percentage of funds each agency received in 2006, that data is available.

The motion passes 7-1 with Commissioner Keeler absent.

Commissioner Johnson suggested they look at the 2006 CDBG fund (\$271,600) and how much each agency received for 2006. Staff reads the financial data.

The Commission calculated and distributes percentages for each category.

Chair Persyn asked about rating for The Santa Clara County Blind Center, because they are a new agency and don't have historical data. Commissioner Johnson suggested funding them with general funds. Commissioner Anderson stated that there is no guarantee that there will be any general fund money available.

Commissioner Meyering pointed out the relationship between what Bill Wilson Center received last year and the amount requested this year, and that it puts the Blind Center at a substantial advantage.

The Housing Officer reviewed the percentages the Commissioners agreed on to clarify. Organizations were ranked in five tiers.

Chair Persyn summarized that for the basis for the tiers are the averaged points the Commission ranked each agency. He suggested that the Commission determine unmet needs and he suggests that the recommendation to Council regarding supplemental funding from the General Fund. He opens the floor for discussion.

Commissioner Johnson noted the large increase in funds Sunnyvale Community Services is requesting and expressed that EHC should get more funding.

Chair Persyn discussed the option to recommend funding from the General fund for emergency services. The Housing Officer voiced the agencies categorized as providing emergency services.

The Housing Officer voiced that any recommendation for supplemental funding made to City Council will be compared to the Human Services Policy. Recommendations are to be based on unmet needs, per the policy.

Vice Chair Anderson points out that the Commission doesn't know what the whole budget is and concludes that the Commission should reach agreement on a recommendation.

Chair Persyn made the following motion: For an agreement of the overall summation of commissions' progress and makes a motion to recommend for the five emergency services agencies of having unmet needs, 100% of the total of 2006 General Fund to be allocated to those agencies. Commissioner Johnson seconds the motion.

Chair Persyn opened the floor for discussion and any needed clarification. Commissioner Kali suggested a friendly amendment, to strike the 2006 General Fund motion from the agreement of the overall summation motion. Commissioner Johnson points out that he doesn't think the Chair can make a motion. The Chair is uncertain on the matter.

Commissioner Johnson expresses his opinion on the matter.

The Housing Officer states that she is not aware that the By-laws prevent the Chair from making a motion. However, the Chair can request another Commissioner to restate the motion to avoid the issue.

Commissioner Johnson restated the motion. The five categories the Commission just worked out and the percentages from last years funding cycle and distribute it to each of the categories for the CDBG funding. A second part of the motion, that the Commission has found a need for additional supplemental General Fund money for five emergency services agencies which the Commission has identified and for requesting Council to consider additional funding in the amount of approximately \$36,042. Commissioner Anderson seconds the motion.

Commissioner Kali made a friendly amendment to the motion to consider the second part of the motion as a separate motion. Anderson seconds the motion.

The motion passed 8-0 with Commissioner Keeler absent.

Commissioner Johnson made the following motion, The HHSC recommend to City Council to supplement the CDBG funding from the General Fund for the five identified agencies providing emergency services for approximately \$36,000 from the General Fund. Commissioner Meyering seconds the motion.

Motion passes 7-1 with Commissioner Keeler absent.

Agenda Item C – Discussion and Recommendation of Housing and Capital Proposals Requesting

Staff provided the Commission with information on the Capitol Proposal from the Santa Clara Valley Blind Center. The Blind Center is 80% complete with their project. The staff is recommending funding this project for \$40,000 so that the agency may complete the work that remains on the project. Commissioner Meyering asked staff how much money is in the pool that these agencies are requesting and if there are any alternative uses for these funds. Staff responded that the \$40,000 for the Capital Project is allocated from current year grant funds. This year the CDBG grant is \$1,268,000 and this includes costs to administration for the program. The budgeted \$750,000 recommended for Senior Housing Solutions would be funded from HOME CHDO set -aside funds.

Commissioner Meyering asks about possibilities of other requests for the use of this money. The Housing Officer stated that there are funds available in the CDBG Revolving Loan Fund to support housing projects.

Commissioner Falk states that she believes Project Match (aka Senior Housing Solutions) has gone “belly up” a few years ago. Staff responded that this was not so, according to their financial audits.

Commissioner Anderson made the following motion to recommend to Council to fund the two capital projects according to the staff recommendations Commissioner Tindle seconded the motion.

Commissioner Falk asks that the motion be amended and that Senior Housing Solutions be stricken from the motion. She expresses a “funny feeling” about it. Vice Chair Anderson asks what the basis for this amendment. Commissioner Falk states that it is based on a “gut feeling” regarding the housing proposal. Commissioner Tindle seconds the amendment.

Commissioner Plant asked for clarification of the motion. The Chair states that it is for the funding recommendation for The Santa Clara Valley Blind Center.

The motion passes 8-0 with Commissioner Keeler absent.

Commissioner Kali made the following motion: To recommend to City Council to fund the Senior Housing Solution project as per the staff recommendation. Commissioner Johnson seconded the motion.

The motion passes 7-1 with Commissioner Keeler absent.

NON-AGENDA ITEMS AND COMMENTS

- Commissioners Oral Comments

Commissioner Johnson discusses Commissioner Meyering’s comments regarding the Brown Act and that the public should have the ability to speak at Commission meetings. He suggests that staff address the City Attorney on the matter.

- Staff Comments

Announced CDBG week and handed out flyers for the event. Mayor Otto Lee will be speaking at the event.

INFORMATION ONLY ITEMS

None

ADJOURNMENT

Chair Persyn adjourned the meeting at 10:51 PM.

Respectfully submitted,

Annabel Yurutucu
Housing Officer

